

RETENTION SCHEDULES FOR CIMC REVIEW Q3 SEPTEMBER 16, 2021

#	Org	Dept.	Schedule #	Title	Request Type	Record Content & Purpose	Retention/ Location	Final Disposition	State Board Approval Required (Y/N)
1	342	MPD Training Bureau	21-0029	<u>Field Training Officer (FTO) Files</u>	New	These records include application files for officers to participate in the Field Training Officer (FTO) program, in which officers-in-training are assigned to and evaluated by experienced officers serving as mentors. The file includes the application to become a FTO, any supporting documentation for the application, recommendations from superior officers, interview files and evaluations by the FTO selection committee, and final recommendation of the FTO coordinator. Note: Unsuccessful applications should be retained according to Global Schedule 11-0029 Interview Files & Documentation- Not Hired.	Event (End of Participation in FTO Process) + 8 yrs./Office	Destroy Under Supervision	Yes
2	342	MPD Training Bureau	85-0094	<u>Firearms Assignment and Service Record</u>	Amend	Index of city owned firearms issued to members of the department by name and serial number order, as well as maintenance record of the firearm. These records are frequently updated from a database and typically retain little administrative value after superseded (i.e. a firearm is assigned to a different officer and/or is retired from service).	Event (Superseded)	Destroy Under Supervision	Yes
3	342	MPD Training Bureau	85-0096	<u>Firearms Qualification Scores</u>	Amend	Records of recruit and officer proficiency testing in firearms use, as required by Wis. Stat. § 165.85(4)(a)7.c for certification purposes. This test must be completed with a Wisconsin-certified firearms instructor and must be updated yearly. Retain one year after superseded and transfer to the officer's personnel file.	Event (Qualification Superseded) + 1 yr./Office	Transfer to Employee Personnel File 11-0035	Yes
4	342	MPD Training Bureau	86-0020	<u>Training Materials and Schedules</u>	Amend	Records for both academy and in-service training, including curriculum, schedules, course titles and content, training dates, contact hours, names of attendees, and examination results if applicable. The files may also include videos or electronic training materials developed for asynchronous training.	Fiscal Yr. + 1 yr./Office	Destroy Under Supervision	Yes
5	342	MPD Training Bureau	88-0023	<u>Training Bulletin</u>	Amend	The Training Bulletin is a publication distributed to all MPD personnel by the Training Bureau on a periodic basis for instructional & refresher purposes. Information is included on in-house training, external professional development opportunities, and updates on any policy or procedure that may have been changed or updated that the department thinks personnel need to know or review. Retention on this series is being reduced from permanent to bring schedule in line with HR000185. Schedules with similar number and titles in other MPD divisions will be removed as non-record; copies.	Creation + 5 Yrs./Office	Destroy Under Supervision	Yes

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6	351	MPD Internal Affairs	15-S010	<u>Internal Investigation Monumental Case Files</u>	Amend	Administrative docs regarding internal investigations of MPD personnel, which meet one or more of the following conditions: the case sets precedence & contains historic administrative values for law enforcement; the case is very high profile or includes highly unusual elements that might impact future investigations. Internal investigation files that are determined by MPD officials to have "monumental case" classification merit permanent retention, unlike standard internal investigations under Schedule 88-0074. Documents include, but are not limited to: : notes, witness statements, evidentiary documents, reports and other records created and maintained in connection with reviews and any disciplinary action taken, such as termination, suspension and warning letters. Personal Identifiable information contained within this series includes names directly associated with social security numbers and driver's license numbers. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Event (Monumental Status is Determined)	Permanent in E-vault	Yes
7	351	MPD Internal Affairs	21-0030	<u>Formal Inspection Report-Monthly</u>	New	The MPD Inspection Division creates monthly formal staff inspections reports, with supplementary materials attached, to ensure that an aspect of police operations or procedures is being properly implemented. Monthly reports typically contain more raw data and evidence related to a particular police function than the End-of-Year reports, which has little administrative value once summarized as part of the latter.	Event (Data Summarized) + 6 mo./Office	Destroy Under Supervision	Yes
8	351	MPD Internal Affairs	21-0031	<u>Inspection Standards and Regimen Concepts</u>	New	Policies, procedures and standards for all line and formal inspections conducted by the Milwaukee Police Department. These documents are developed by the Internal Affairs Division based on Wisconsin Law Enforcement Accreditation Group (WILEAG) standards, and periodically reviewed to ensure ongoing compliance/concurrence.	Event (Superseded) + 2 yrs./Office	Destroy Under Supervision	Yes

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9	351	MPD Internal Affairs	21-0033	<u>Resource Access Files</u>	New	Resource Access Files contain forms and supporting material (including photo IDs and letters of support) allowing non-MPD staff to be granted access to secure facilities and networks, as required by Criminal Justice Information System (CJIS) standards. Access must be renewed every two years; after five years, the access may not be renewed.	Event (Expiration of Access) + 6 yrs./Office	Destroy Under Supervision	Yes
10	351	MPD Internal Affairs	21-0034	<u>Cursory Review-No Issue</u>	New	Records created to document departmental compliance with statute, standard procedures or best practices in areas in which potential problems exist. Cursory Review files include similar types of observational and research data as audit files, but typically exist as a "snapshot" of an issue at a particular point in time and are not necessarily conducted under Generally Accepted Government Auditing Standards. A report is issued following conclusion of the review. If no issue or potential issue is found at the conclusion of a Cursory Review, it should be maintained according to the requirements of this schedule, otherwise, see schedules 21-0035 for (Potential Issues) or 21-0036 (Settlement Related).	Event (Report Issued with No Problem Found) + 3 yrs./Office	Destroy Under Supervision	Yes
11	351	MPD Internal Affairs	21-0035	<u>Cursory Review-Potential Issue</u>	New	Records created to document departmental compliance with statute, standard procedures or best practices in areas in which potential problems exist. This schedule is for reviews identifying potential issues, but which do not result in a formal audit. Cursory Review files include similar types of observational and research data as audit files, but typically exist as a "snapshot" of an issue at a particular point in time and are not necessarily conducted under Generally Accepted Government Auditing Standards. If a potential issue is found at the conclusion of a Cursory Review, it should be maintained according to the requirements of this schedule. Depending on the amount of follow-up required, it may be appropriate to begin a formal audit.	Event (Report Issued with Problem Identified) + 7 yrs./Office	Destroy Under Supervision	Yes

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12	351	MPD Internal Affairs	21-0036	<u>Cursory Review-Settlement Related</u>	New	Records created to document departmental compliance with statute, standard procedures or best practices in areas in which potential problems exist. Cursory Review files include similar types of observational and research data as audit files, but typically exist as a "snapshot" of an issue at a particular point in time and are not necessarily conducted under Generally Accepted Government Auditing Standards. This is a time-limited schedule related to Cursory Reviews undertaken in compliance with the settlement in Collins v. Milwaukee (2018). Trigger event is end of Settlement.	Event (Conclusion of Settlement) + 7 yrs./Office	Destroy Under Supervision	Yes
13	351	MPD Internal Affairs	21-S032	<u>MPD Audits and Documentation</u>	New	Formal audits of police functions and operations, conducted to monitor functions with known compliance or implementation issues over an extended period of time. Police Audits are conducted according to Generally Accepted Government Auditing Standards, which suggest a retention of 10 years following completion. Audit documentation includes preliminary research, field observations and evidence, analyses of data collected, and any final reports distributed for review. The official record will be maintained electronically in the City of Milwaukee's centralized imaging system (E-vault) for the full retention period. To comply with Wis. Stat. §§ 16.61(7) and 137.20 for authenticity, accuracy, and accessibility the original input documents will be imaged or reformatted and subject to review, to ensure the images are electronically stored and the quality of these images is acceptable. Three months after verification of the quality and retention of the electronic images, the input record will be destroyed.	Event (Report Issued) + 2 yrs./Office + 8 yrs./ City Records Center	Destroy Under Supervision	Yes
14	351	MPD Internal Affairs	61-0250	<u>Resident Complaints Police Department</u>	Amend	Records of complaints filed by members of the public against Milwaukee Police Department personnel and investigated by Internal Affairs Division staff pursuant to Standard Operating Procedure 450.50. Complaint files may include the original complaint, initiation reports, investigative file records (including interview recordings), member and complainant notifications, summary reports, and Internal Affairs commanding officer review. Complaints managed by Internal Affairs may or may not be coterminous with complaints received by the Fire and Police Commission, RRDA #90-0057. Due to the sensitivity and public policy implications of these complaints, however, Internal Affairs should maintain these records for the indicated retention period, regardless of whether the Commission is also investigating.	Event (All Appeals Exhausted) + 5 yrs./Office + 35 yrs./City Records Center	Destroy Under Supervision	Yes

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15	351	MPD Internal Affairs	88-0001	<u>Motor Vehicle Pursuit Report</u>	Amend	Report completed by supervisory officers or internal affairs documenting incidents involving motor vehicle pursuits. Reports include officer and subject names, date and time of the pursuit, location of the incident, commanding officer review statement, and Internal Affairs/Risk Management review statement. The official record of the pursuit report is maintained on Milwaukee Police Department information systems.	Event (Report Compiled in Database) + 7 Yrs./Office	Destroy Under Supervision	Yes
16	351	MPD Internal Affairs	88-0074	<u>Internal Investigations</u>	Amend	Administrative documentation regarding internal investigations of police personnel. Documents include, but are not limited to: squad accident reports, notes, witness statements, evidentiary documents, reports and other records created and maintained in connection with reviews as well as any disciplinary action taken, such as termination, suspension and warning letters. Personal identifiable information contained within this series includes names directly associated with social security numbers and driver's license numbers. Previous retention schedules will be incorporated into this series include: 61-0250 Complaints against Police Dept., 62.0021 Orders Issued, 62-0029 Charges against Members and Employees, 86-0071 Incident Correction/Disciplinary Form (PD-30), 88-0001 Motor Vehicle Pursuit Report (PM-22), 93-0041 Use of Force Report and 97-0052 Temporary Suspension of Member (PD-41). All internal investigations that are deemed to be of criminal nature are to be checked by the Special Investigations Section for any pending appeals and statute of limitations conflicts, which could prolong the retention.	Event (Separation from City Employment) + 8 yrs./Office	Destroy Under Supervision	Yes
17	351	MPD Internal Affairs	93-0041	<u>Use of Force Report</u>	Amend	Report created to document officer involvement in Use of Force events, as defined in MPD Standard Operating Procedure 460.50. These reports are filled out at the District level but are received, maintained, and compiled by Internal Affairs. Individual reports are compiled semi-annually into a summary report presented to and maintained by the Milwaukee Fire and Police Commission.	Fiscal Yr. + 5 yrs./Office + 2 yrs./City Records Center	Destroy Under Supervision	Yes
18	352	MPD Community Services Division	21-0037	<u>Program Files</u>	New	Programmatic records related to outreach and service initiatives managed and maintained by the Milwaukee Police Department. Records include program narratives, program reports, accounting documentation, publicity, newsletters, training materials, and other general information about the activities of each program.	Event (End of Program) + 7 Yrs./Office	Permanent at City Archives at MPL	Yes

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19	352	MPD Community Services Division	21-0038	<u>Participant Files</u>	New	Records pertaining to individual participants in MPD Community Outreach Programs. Records may include applications, progress report, individual participation records, certifications, auxiliary assignments and evaluations, and other records specifically related to individuals.	Event (Last Contact) + 7 Yrs./Office	Destroy Under Supervision	Yes
20	381	Health Dept. Admin	21-0039	<u>Clinic Patient Medical Records</u>	New	Schedule created to standardize retention of records within the Health Dept. Records used by clinical units within the Milwaukee Health Department to document services rendered to patients. Files may include, but are not limited to, charts, assessments, referrals, reports, diagnostic results, notes, & other documentation related to clinical service. Forms that may be found in these records include H-1006, H-1212, H-1207, H1065, & H-1069, among others.	Event (Last Patient Contact or Patient's 18th Birthday) + 2 yrs./Office + 5 yrs. City Records Center	Destroy Under Supervision	Yes
21	381	Health Dept. Admin	96-0002	<u>Medical Records Request Response Matter</u>	New	Requests for medical records made to Health Department clinics, testing facilities, and other related covered entities Responsive records are typically produced on request of either the subject or in response to litigation or other discovery actions subject to Wis. Admin Code. Chs. DHS 92.03 and 92.04. Records reproduced for such requests are highly confidential, so should be destroyed shortly after filled. Requests and response letters should be maintained per 07-0001.	Event (Request Filled) + 6 mos./Office	Destroy Under Supervision	Yes
See Delete/Superseded Schedule Request Form for a list of Schedules that will have "S" added to their Schedule Number to indicate records are to be scanned.									
See Delete/Superseded Schedule Request Form for a list of Schedules that will have "A" added to their Schedule Number to indicate records are to be screened for City Archives									
See Delete/Superseded Schedule Request Form from for 45 Schedules from DCD Administration									
See Delete/Superseded Schedule Request Form from for 29 Schedules from MPD- Training Bureau									
See Delete/Superseded Schedule Request Form from for 7 Schedules from MPD- Internal Affairs									
See Delete/Superseded Schedule Request Form from for 25 Schedules from DNS									
See Delete/Superseded Schedule Request Form from for 8 Schedules from MPD- Community Services									



**Office of the Common Council - City Clerk
City Records Center**

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Delete/Superseded Schedule Request Form

This document is used to request schedule deletion or the superseding of multiple schedules at once. By signing below, you certify that to the best of your knowledge, records in each series to be closed are no longer created, or have a final disposition date governed by an active schedule.

Department Name:	Department Number:
Department Head	Division Head
Department Records Coordinator	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

<u>Schedule #</u>		<u>Series Title</u>	<u>Change Requested</u>		<u>Details</u>
1	00-0001 (360)	Property Registration	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	00-S001. Administrative Schedule # change to add “S” to indicate records are to be imaged.
2	00-0030 (287)	ERS Litigation (Other than Disabilities)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	00-S030. Administrative Schedule # change to add “S” to indicate records are to be imaged.
3	02-0004	Daily Permits (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-S004. Remove the word “Paper” from title and, Administrative Schedule # change to add “S” to indicate records are to be imaged.
4	02-0008 (287)	Earnings Limitation Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-S008 Administrative Schedule # change to add “S” to indicate records are to be imaged.
5	02-0014 (200)	Secure Structures (Plan Exam Documents)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-S014 Amend Title to “Plan Exam Documents” Administrative Schedule # change to add “S” to indicate records are to be imaged.
6	02-0015 (200)	Non-Secure Structures (Plan Exam Documents)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	02-S014 <u>Plan Exam Documents</u> .
9	06-0012 (287)	Member Case Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	06-S0012 Administrative Schedule # change to add “S” to indicate records are to be imaged.
10	07-0002 (170)	Active Voter Registration Cards	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	07-S002 Administrative Schedule # change to add “S” to indicate records are to be imaged.

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12	11-0010 (191)	City Real Estate- Acquisitions & Eminent Domain	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-S010 Administrative Schedule # change to add "S" to indicate records are to be imaged.
13	14-0003 (180)	Digital Appeals Cases and Decisions	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	14-S003 Administrative Schedule # change to add "S" to indicate records are to be imaged.
14	15-0020 (360)	Completed Permits (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	15-S020 Administrative Schedule # change to add "S" to indicate records are to be imaged.
15	16-0001 (156)	Structure Applications E-Vault	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	16-S001 Administrative Schedule # change to add "S" to indicate records are to be imaged.
16	16-0051 (211)	Direct Deposit Authorization Forms (Paper)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	16-S051 Remove "Paper" from the title and, administrative Schedule # change to add "S" to indicate records are to be imaged.
17	17-0001 (383)	Food Establishment Inspection Plans	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	17-S001 Administrative Schedule # change to add "S" to indicate records are to be imaged.
18	17-0020 (287)	Case Management Claim Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	17-S020 Administrative Schedule # change to add "S" to indicate records are to be imaged.
19	17-0057 (170)	Absentee Ballot Proof of Identification Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	17-S0057 Administrative Schedule # change to add "S" to indicate records are to be imaged.
20	18-0067 (167)	Arbitration Documentation- Contract Interpretation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-S067 Administrative Schedule # change to add "S" to indicate records are to be imaged.
21	18-0068 (167)	Interest Arbitration Documentation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-S068 Administrative Schedule # change to add "S" to indicate records are to be imaged.
22	18-0069	Collective Bargaining Files (Historic)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-S069 Administrative Schedule # change to add "S" to indicate records are to be imaged.
24	19-0004 (383)	Establishment Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-S004 Administrative Schedule # change to add "S" to indicate records are to be imaged.
25	19-0087 (360)	Title Search Form	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	19-S087 Administrative Schedule # change to add "S" to indicate records are to be imaged.
26	94-0003 (156)	Record Retention Requests	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	94-S003 Administrative Schedule # change to add "S" to indicate records are to be imaged.
27	95-0170 (199)	Intensive Surveys	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	95-S170 Administrative Schedule # change to add "S" to indicate records are to be imaged.



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28	95-0171 (199)	Certificate of Appropriateness File	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	95-S171 Administrative Schedule # change to add "S" to indicate records are to be imaged.
29	95-0172 (199)	Historically Designated Buildings Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	95-S172 Administrative Schedule # change to add "S" to indicate records are to be imaged.
30	98-0017 (381)	Disease History Cards	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	98-S017 Administrative Schedule # change to add "S" to indicate records are to be imaged.
31					
32					
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Department Name:	Department Number:
Department Head	Division Head
Department Records Coordinator	City Records Officer
City Clerk (on behalf of the CIMC)	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. In the Details section below, please indicate the Global or other record schedule to which the records are being transferred. The "Transfer To" schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	00-0014 (111)	Recognition Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	00-A014. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
2	00-0015 (134)	Program Files, Court Management	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	00-A015. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
3	10-0048 (191)	City Property Management Files-Inactive In Rem...	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	10-A048. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
4	11-0004 (150)	Files of the Director of DOA	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-A004. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
5	11-0051 (191)	Long Range Planning Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	11-A051. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
6	12-0029 (180)	BOZA Administrative Subject Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	12-A029. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
7	12-0033 (230)	Organizational History	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	12-A033. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
8	14-0006 (191)	Tax Incremental District Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	14-A006. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
9	15-0007 (900)	Minutes-Boards, Commissions, Committees, Task Forces	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	15-A007. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
11	18-0034 (133)	Committee Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-A034. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.



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12	18-0035 (133)	External Correspondence Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-A035. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
13	18-0036 (133)	Development Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-A036. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
14	18-0037 (133)	Public Relations Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-A037. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
15	18-0042 (900)	Subject Files-City Departments & Elected Officials	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	18-A042. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
16	70-0011 (360)	Condemnation Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	70-A011. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
17	77-0113 (131)	Aldermans Records And Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	77-A113. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
18	87-0028 (151)	Departmental Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	87-A028. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
19	93-0030 (221)	Administrative Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	93-A030. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
20	93-0033 (111)	Constituent Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	93-A033. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
21	93-0034 (111)	Proclamation File.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	93-A034. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
22	93-0035 (111)	Subject Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	93-A035. Administrative Schedule # change to add "A" to indicate records are to be screened for archival records.
23	99-8030 (545)	Special Project Files (Historically Significant)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	



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Department Name:	Department Number:
Department of City Development	191
Department Head Lafayette Crump	Division Head
Department Records Coordinator Sandra Stirus	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC)	Date
Jim Owczarski	

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Schedule #		Series Title	Change Requested		Details
1	11-0051	Long Range Planning Records	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 14-0001 <u>Economic Development Files</u> ; No Inventory
2	13-0030	Grant Files - CDGA	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
3	13-0031	Grant Files-Federal	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
4	13-0032	Grant Files-WI-DNR Site Assessment Grant (SAG)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
5	13-0033	Grant Files- State	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
6	13-0034	Grant Files- Various Grantors	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
7	13-0042	Contracts	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0021 <u>Contracts and Agreements (Non-Purchasing)</u> ; No Inventory
8	13-0044	Procurement Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
9	13-0045	CDGA Agreements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0021 <u>Contracts and Agreements (Non-Purchasing)</u> ; No Inventory
10	13-0046	Non-Procured Agreements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0021 <u>Contracts and Agreements (Non-Purchasing)</u> ; No Inventory
11	15-0003	Renewal Community Program	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files-City Departments & Elected Officials</u> ; No Inventory



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Delete/Superseded Schedule Request Form

12	16-0002	Central File Records DCD-Commissioner's Office	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0042 <u>Subject Files-City Departments & Elected Officials</u> ; No Inventory
13	16-0003	Commercial Corridor Team Grant Files- City Funded Completed Projects DCD-Commercial Corridor Team	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0016 (Grant Files—City Administered). No Inventory
14	16-0030	Community Improvement Project Program Grant Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
15	16-0032	Minor Home Improvement Project Grant Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0016 <u>Grant Files-City Administered</u> ; No Inventory
16	16-0036	Strong Neighborhoods Plan-Challenge Fund Program Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0016 <u>Grant Files-City Administered</u> ; No Inventory
17	16-0042	Neighborhood Stabilization Program ("NSP")- Land Bank Program Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
18	16-0043	Neighborhood Stabilization Program ("NSP")- Vacant Lot Initiative Program Files DCD-Housing & Neighborhood Development	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0016 <u>Grant Files-City Administered</u> ; No Inventory
19	16-0055	Commercial Corridor Team Grant Files- City Funded-Incomplete Projects	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0017 <u>Grant Proposals- Rejected or Withdrawn</u> ; No Inventory
20	17-0028	Grant Files- CDGA for Housing & Neighborhood Dev	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
21	17-0029	Grant Files- Various Grantors for Housing & Neighborhood Development Programs	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
22	18-0062	Project Grant Files-Milwaukee Arts Board	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0016 <u>Grant Files-City Administered</u> ; Transfer 10 boxes
23	18-0063	Non-Funded Grant Files-Milwaukee Arts Board	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0017 <u>Grant Proposals- Rejected or Withdrawn</u> ; No Inventory
24	61-0228	Rental A/R Register	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No Inventory
25	61-0229	Rental A/R Recap	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No Inventory



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26	67-0036	ADD Punch Tape (Computer Input)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
28	69-9033	Maps - Miscellaneous - Microfilm Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Supersede 14-0001 (Economic Development Files). Transfer 6 Rolls of Microfilm
29	69-M029	Zoning Index and Related Data	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 69-0029 <u>Zoning Index and Related Data</u> ; No Inventory
30	69-M034	Land Use 1/4 Sections - Superseded. Graphic Local-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 69-0034 <u>Land Use ¼ Sections</u> ; Transfer 6 boxes
31	70-0040	Citizens Planning & Urban Renewal Comm - Minutes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 15-0007 <u>Minutes-Boards, Commissions, Committees, Task Forces</u> ; No Inventory
32	70-0041	Landmarks Comm. - Minutes	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 15-0007 <u>Minutes-Boards, Commissions, Committees, Task Forces</u> ; No Inventory
33	73-0127	Reproduction Order	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
34	73-0199	Payment Certification	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
35	75-0099	Stores Tickets - Withdrawals & Returns	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0016 <u>Capital and Non-Capital Equipment Inventories</u> ; No Inventory
36	75-0114	Deposit Tickets	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
37	75-0115	Travel Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
38	75-0126	Check and Bank Statements	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
39	75-0129	Journal Vouchers	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0014 <u>Journal Entries</u> ; No Inventory
40	75-0130	Utility Bills	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable Records</u> ; No Inventory
41	88-0066	Employee Folder File - Summer Youth Program	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0048 <u>Internship Files</u> ; No Inventory
42	89-0028	MCCR Personnel Folders, Staff 1960-88	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0035 <u>Personnel File</u> and 11-0036 <u>Personnel Files –Medical</u> ; No Inventory
43	99-0001	City Plan Commission Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule Dept. <u>Head Correspondence (Historically Significant)</u> ; No Inventory



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44	99-9067	Riverwalk Project Files (MICROFILM)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
45	99-M067	Riverwalk Project Files	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete



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Department Name: Milwaukee Police Department-Training Bureau	Department Number: 342
Department Head Jeffrey Norman	Division Head Timothy Leitzke
Department Records Coordinator Sally Kallas	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

	<u>Schedule #</u>	<u>Series Title</u>	<u>Change Requested</u>		<u>Details</u>
1.	60-0095	Auxiliary Police Applications	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 11-0029 (Recruitment and Hiring Files). No Inventory at City Records.
2.	60-0157	CORRESPONDENCE WITH THE PUBLIC, GEN FILE	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 20-0011 (Routine Correspondence). No Inventory at City Records.
3.	60-0164	LOCKER AND KEY ASSIGNMENTS INDEX FILE	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 18-0016 (Capital and Non-Capital Equipment Inventories). No Inventory at City Records.
4.	60-0168	OPINIONS - LEGAL	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--Non-Record
5.	60-0180	ROSTERS - PRINTOUTS	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 10-0025 (Timekeeping Records-Departmental). No Inventory at City Records.
6.	60-0212	CITY ORDINANCES AND RESOLUTIONS - INDEX	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--Non-Record
7.	60-0218	OFFICIAL DEPARTMENT ORDERS & MEMO RECEIVED - INDEX	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--Non-Record
8.	60-0242	QUARTERLY Report INFORMATION PD-26	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 19-0025(Routine Reports)



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<u>Schedule #</u>		<u>Series Title</u>	<u>Change Requested</u>		<u>Details</u>
9.	60-0290	MAJOR CRIME DAILY FLASHER FROM DET BUR	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--No Longer Created
10.	60-0298	PATROL SERGEANTS SPECIAL Report	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--No Longer Created
11.	61-0039	SUMMARY - OFFENSE Reports - DAILY (SPLITS)	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 19-0024 (Annual Reports). No Inventory at City Records.
12.	61-0334	INVENTORY - DISTRICT EQUIPMENT	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 18-0016 (Capital and Non-Capital Equipment Inventories). No inventory at City Records.
13.	72-0100	LABOR COST BY PURPOSE	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 19-0094 (Routine HRMS Reports). No inventory at City Records.
14.	74-0120	Officers Activity Report, January Thru November	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 10-0025 (Time Keeping Records-Departmental). No Inventory at City Records.
15.	85-0088	Equipment Acquisition and Disposition Report PP-1	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 18-0016 (Capital and Non-Capital Equipment Inventories). No Inventory at City Records.
16.	85-0089	Common Council Proceedings and Index - COPY	<input checked="" type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Close--Non-Record
17.	85-0090	UNIFORM AND EQUIPMENT ORDERS, HISTORICAL RECORD,	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 02-0016 (Accounts Payable). No Inventory at City Records.
18.	85-0092	UNIFORM AND EQUIPMENT ORDERS, PO-1 YELLOW	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Close--Non-Record
19.	85-0093	UNIFORM SHIRT REQUESTS PU-2 COPY YELLOW	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 02-0016 (Accounts Payable). No Inventory at City Records.
20.	85-0095	Firearms Inventory Report MPD-2 updated semi-	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 85-0094 (Firearms Assignment and Service Record). No inventory at City Records
21.	85-0097	RECRUIT FIREARMS SCORES	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 85-0096 (Firearms Qualification Records). No inventory at City Records.



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<u>Schedule #</u>	<u>Series Title</u>	<u>Change Requested</u>	<u>Details</u>	
22.	85-0098	REQUEST FOR DISPOSAL OF SCRAP, SURPLUS OR OBSOLETE	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 18-0017 (Request for Disposal). No inventory at City Records.
23.	85-0146	MESSAGE SUMMARY, COPY	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 18-0043 (Transitory Correspondence). No inventory at City Records.
24.	86-0021	IN-SERVICE TRAINING SCHEDULE	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 86-0020 (Training Materials and Schedules). No inventory at City Records.
25.	87-0016	Personnel Sick Report PP-17	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 10-0025 (Timekeeping Records-Departmental). No inventory at City Records.
26.	88-0024	TRAINING BULLETIN, ISSUANCE SHEET	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Close--Non-Record
27.	93-0039	Extension of Duty Report.	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 10-0025 (Timekeeping Records-Departmental). No inventory at City Records.
28.	94-0057	Use of Force Report - COPY. Report Completed By	<input type="checkbox"/> Option 1 <input checked="" type="checkbox"/> Option 2	Supersede 93-0041 (Use of Force Report). No inventory at city records.
29.	60-0200	Tours	<input checked="" type="checkbox"/> Option 1 <input type="checkbox"/> Option 2	Close-No Longer Created



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Department Name: Milwaukee Police Department- Internal Affairs	Department Number: 351
Department Head Jeffrey Norman	Division Head Craig Sarnow
Department Records Coordinator Erin Mejias	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	58-0043	Wisconsin Statutes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
2	86-0071	Incident Correction/Disciplinary Form PD-30	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 11-0030 <u>Disciplinary Files</u> ; No Inventory
3	88-0023	Training Bulletin	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Non-Record (Training Bureau maintains official copy)
4	88-0070	Index of Investigations	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 88-0074 <u>Internal Investigations</u> ; No Inventory
5	88-0071	Discrimination Lawsuit Investigation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 15-S010 <u>Internal Investigation- Monumental Case Files</u> ; No Inventory
6	88-0072	Civil Lawsuit Investigation	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 88-0074 <u>Internal Investigations</u> ; No Inventory
7	88-0073	Claim Investigation Files	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 88-0074 <u>Internal Investigations</u> ; No Inventory
8			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: Milwaukee Police Department- Community Services Division	Department Number: 352
Department Head Nicole Waldner obo Jeffrey Norman	Division Head Timothy Leitzke
Department Records Coordinator Amy Rivera	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The “Transfer To” schedule must already exist and cannot have an expired sunset date.

Schedule #		Series Title	Change Requested		Details
1	15-0001	Officer's Activity Report- Mo & YTD, Jan-Nov	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 10-0024 <u>Time Keeping Records (Department)</u> ; No Inventory
2	15-0002	Officer's Activity Report- Mo Exc. Dec.	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 10-0024 <u>Time Keeping Records (Department)</u> ; No Inventory
3	88-0023	Training Bulletin	<input checked="" type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Non-record
4	88-0033	Annual Activity Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0024 <u>Annual Reports</u> ; No Inventory
5	88-0034	Monthly Activity Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
6	88-0035	Public Appearance Record, PA-47	<input checked="" type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Obsolete
7	88-0036	Grants and Related Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0015 <u>Grant Files</u> ; No Inventory
8	92-0012	Recruiting Activity Report, Annual	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0024 <u>Annual Reports</u> ; No Inventory
9			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	
10			<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	



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Department Name: Department of Neighborhood Services	Department Number: 360
Department Head Erica Roberts	Division Head
Department Records Coordinator Tanz Rome	City Records Officer Brad Houston
City Clerk (on behalf of the CIMC) Jim Owczarski	Date

Option 1 – Deleting a Schedule This option is used when the Department no longer creates or receives records for this series. **In the Details section below, provide the date of final disposition for records in the series. Contact the City Records Center for inventory information.**

Option 2 – Superseding a Schedule This option is used when a schedule is replaced. The Schedule entered, should be the one that will ultimately close. **In the Details section below, please indicate the Global or other record schedule to which the records are being transferred.** The "Transfer To" schedule must already exist and cannot have an expired sunset date.

<u>Schedule #</u>		<u>Series Title</u>	<u>Change Requested</u>		<u>Details</u>
1	07-0001	Open Records Requests	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 07-0001 <u>Open Records Requests</u> ; No Inventory
2	61-0011	Daily Inspector Reports	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Supersede 19-0025 Routine Reports; No Inventory
3	61-0012	Stubs Payment for Elevator Inspection	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0008 <u>Accounts Receivable</u> ; No Inventory
4	61-0013	Permit Copy (BI 4)	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
5	64-0163	Equipment Request Copy	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
6	70-M009	Inspectors Route Sheet- Plumbing	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Supersede 19-0025 Routine Reports; No Inventory
7	74-0018	TAB Card- Building, Electric, Heating & Misc. Permit	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
8	74-0019	TAB Card- Occupancy, 900 Series, Plumbing, etc.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
9	74-0020	Citizens Complaint	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Superseded by Global Schedule 19-0020 <u>External Complaints (Non-Police)</u> ; No Inventory
10	74-0173	Correspondence	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 20-0011 <u>Business Correspondence- Routine</u> ; Transfer 8 Boxes
11	76-0005	Notice- Special Assessment-Green Copy BI-129	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record



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Delete/Superseded Schedule Request Form

12	77-0001	Pre-Court Agreement to Compliance	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 05-0004 <u>DNS Enforcement Orders</u> ; No Inventory
13	77-0002	Pre-Court Agreement to Compliance BI-65- Insp.	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
14	79-0051	Payment Certification CBP 120	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 02-0016 <u>Accounts Payable</u> ; No Inventory
15	80-0002	Prosecution Record Cards	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
16	80-0003	Pre-Court Conference Card	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
17	80-0004	Photographs- Code Violations	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 05-0004 <u>DNS Enforcement Orders</u> ; No Inventory
18	80-0005	Legal Enforcement Worksheets	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Schedule 05-0004 <u>DNS Enforcement Orders</u> ; No Inventory
19	80-0006	Fee Record	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0010 <u>Cash Management Administrative Records</u> ; No Inventory
20	80-0007	Razing Report Worksheet	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
21	80-0008	Quarterly Purpose Report	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 19-0025 <u>Routine Reports</u> ; No Inventory
22	80-0009	Annual Report Worksheet Summaries	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record
23	80-0012	Control Account Activity Report 402.325	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> Option 2	Superseded by Global Schedule 18-0003 <u>Routine Status and Activity Reports</u> ; No Inventory
24	80-0141	TAB Card – Housing Violation Data	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Obsolete
25	80-M142	Zoning Changes	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	Non-Record